

DEPARTMENT OF GENERAL SERVICE
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

SCHEDULE
NO. 566

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND
Department of Student Affairs

Student Aid
Student Employment Office

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
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1	STUDENT EMPLOYMENT CWSP (COLLEGE WORK STUDY PROGRAM)
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Size: Letter
Dates: 1965--
Quantity: 11 file drawers
File Arrangement: Alphabetical by name
Audit: State and Federal

This file consists of general correspondence relating to the CWSP programs. A folder is prepared for each student requesting employment or engaged in the CWSP. The folders include applications, letters of approval or rejection, off-campus employment information, if applicable, personal information, Social Security information and other related material. After one year, the files become inactive.

RECOMMENDATION:

RETAIN FOR THREE YEARS, AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative

Robert L. [Signature] Asst Director, OSA 22 June 72
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/26/72 Marvin L. Roccell July 5, 1972 [Signature]
Date Archivist Date Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
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Item

Description and Retention

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STUDENT EMPLOYMENT
CWSP (COLLEGE WORK STUDY PROGRAM)

Size:
Dates: 1965--
Quantity: 3 cu. ft.
File Arrangement: Alphabetical
Audit: None

This file includes nonrecord copies of payroll journals and the Blue Book (copy) of Consolidated Earnings. Record copies of these documents are retained in the Comptroller's Office.

RECOMMENDATION:

NONRECORD MATERIAL, DESTROY WHEN IT HAS SERVED ITS PURPOSE.

GS